

## Anti-Fraud Policy

\_\_\_\_\_ (Company) is committed to maintaining the highest standards of ethics, integrity, honesty, fairness and professionalism. As part of our commitment, Company has adopted this Anti-Fraud Policy to prohibit, deter, prevent, detect and respond to employee acts of fraud, dishonesty or misconduct.

All employees are strictly prohibited from directly or indirectly engaging or participating in any acts of fraud, dishonesty or misconduct, including, without limitation, any acts that involve:

- misappropriation, embezzlement or theft;
- fiscal irregularities;
- false, misleading or incomplete statements or misstatements (regardless of form, format or medium);
- the disclosure or release of confidential or proprietary information;
- requesting or receiving any improper profit, benefit or gain;
- forgery or the unauthorized or improper alteration of documents or records;
- the unauthorized or improper destruction, removal or deletion of documents or records; or
- any other fraudulent, immoral, unprofessional, unethical or unlawful conduct.

Employees are required to immediately report any actual or suspected violations of Company's Anti-Fraud Policy to \_\_\_\_\_. Your failure to do so may constitute a violation of this Policy. Company cannot guarantee the anonymity of employees who report violations; however, Company will attempt to limit information regarding the identity of such employees to those with a need to know.

Retaliation against employees who make a good faith effort to comply with their reporting requirements under this Policy is strictly prohibited.

Employees who violate this Policy may be subject to discipline, up to and including immediate termination of employment.

If you have any questions about your obligations under Company's Anti-Fraud Policy, please contact \_\_\_\_\_.

*I hereby acknowledge that I have read, that I understand and that I will comply with Company's Anti-Fraud Policy.*

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_